

Family Subdivision Information Sheet

Submittal Requirements:

- Application
- Affidavit signed by the grantor and grantee under oath and penalty of perjury that identifies the family subdivision as being for the purpose of conveyance to a qualifying family member and identifying the receiving family member and the relations to the granter. Recording Fees apply.
- Plat, signed and sealed by a Professional Land Surveyor. Recording fees apply.

The following minimum requirements must be met for the development of family subdivision lots.

- A. Each lot must conform to the required minimum lot size per the Greenville County Zoning Ordinance or Greenville County Land Development Regulations in unzoned areas, and/or as required by SCDHEC.
- B. Each lot must have direct access from the lot to a right of way dedicated to public use.
- C. In the unzoned area of the County, family subdivisions not fronting on a public road may utilize the unpaved shared drive option to provide access.
- D. The proposed subdivision of lots may not obstruct or potentially obstruct the floodplain.
- E. The proposed subdivision may not violate the intent of the Subdivision or Zoning Ordinances.
- F. The parcel is not located in an existing subdivision (residential development).
- G. If at the time of subdividing, the applicant does not wish to develop any of the lots, the following notes are to be added to the plat:
 - This division is in accordance with the Family Subdivision Exemption.
 - There is no land disturbance associated with this Family Subdivision.
 - At the subdivider's request, this plat was not evaluated for future development (water availability, sewer availability, stormwater management requirements, floodplain requirements or encroachment requirements).
 - At the time of development each lot must be evaluated for development and obtain a Land Disturbance Permit through Land Development Division to address water quantity and quality.
 - A building and land disturbance hold will be placed on each lot until a Land Disturbance Permit has been obtained.

Review Process:

- Step One:
The Family Subdivision Plat will be reviewed by Subdivision Administration and Zoning for compliance. If approved, the applicant will be notified to have the Family Subdivision Plat recorded along with the Affidavit at the RMC office and then return to Subdivision Administration.
- Step Two
The plat will then be routed internally to E911 for addressing and Real Properties for tax map numbers. Please allow 5 days for processing.
- Step Three
Upon completion of Step 2, Subdivision Administration will place holds on all the lots with Building Codes. All lots will remain on hold until time of development. At that time, appropriate agency approval and a Land Disturbance Permit will be obtained.
- Step Four
Subdivision Administration will notify the applicant that the lots have been created and a copy of the plat can be picked up from Suite 4600 for their records.

Note: Please be advised if your subdivision is creating 5 or more lots at one time and utilizing septic tanks, the subdivision must meet SCDHEC regulations for posting and approval prior to recording. All appropriate documents from DHEC must be submitted as part of the Family Subdivision application.